

# **FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT**

## **APRIL 2018**

### **Facilities Management – Maintenance and Operations - General**

- In the past month the Facilities maintenance crews have completed 72 work orders, and are currently working on 563 open work orders.
- Facilities maintenance trade crews are currently scheduled at Lincoln Park Middle School.
- A draft is still being reviewed by District Leadership regarding energy conservation in District buildings.
- A draft is still being reviewed by District Leadership regarding the use of personal appliances in the classroom.
- Work has begun to move staff from the Barnes area of Lowell to allow for further expansion of the Immersion programs.
- Damage at the EHS track has been repaired, and patches are being done to the track at PSS to get us through to next summer's track replacement.
- A meeting was attended with concerned parents related to Lowell traffic.
- Traffic concerns are also being reviewed at LPMS and Lester Park.
- The District has received a CIP (MNPower Conservation Improvement Program) rebate in the amount of \$1060.36 related to energy efficient technology practices.
- The District received the EPA Energy Star award at Ordean East Middle School. We achieved a score of 78, which means we are more efficient than 78% of buildings of similar nature throughout the entire United States.

### **Capital Construction:**

- The Lakewood roof project started this week, and appears will take roughly 2 months to complete. We are working closely with the site to ensure all goes well with school in session.
- Weather dependent, site work will commence at Rockridge mid-May. I expect the work to be completed early June. We are also working closely with site staff to mitigate issues.

### **Building Operations**

- Operations have filled two maintenance custodian positions with internal candidates resulting in two more open custodian positions. Three custodian positions have been filled with external candidates that have been working in a substitute custodian capacity district wide over the last several months. Operations have posted the two custodian positions mentioned above and are pending interviews.
- This is a very busy time for operations staff as we transition into the summer season. We are catering to spring/summer sports and activities that have started up as we maintain the cleanliness of our schools. Site engineers have already been preparing for their summer cleaning and summer projects. Specific summer cleaning supplies and equipment have already been reviewed and ordered by all sites. Our engineers play a vital role during the summer time. With their knowledge and experience they lead their site custodial staff to perform extensive cleaning tasks with an appropriate pace to ensure timely completion that meets district standards; all while performing extensive cleaning tasks with their team and accomplishing routine maintenance of their buildings mechanical systems.

### **Health, Safety & Environmental Management**

#### **Environmental/Health/Safety**

- Hazardous Waste Recycling – A van load of waste products including paints, stains, thinners, and miscellaneous items were brought to WLSSD for recycling.
- Used light bulbs, ballasts, and batteries were collected district wide and recycled. Over 4 pallets were recycled including 2200+ bulbs.
- Completed the first draft of the updated Lead in Water Program. An updated program is needed to comply with the new Minnesota Statute regulating lead in water in schools.
- Investigated a gas smell at East High school. The kitchen was having issues keeping pilot lights lit so Comfort Systems was called in to inspect, clean, and replace pilot lights to ensure they have the proper amount of gas/flame.
- Attended a playground safety seminar with the new AutoCad Technician to get her acquainted with playground equipment and playground safety.

- PPE- Goggles were ordered for Denfeld science classes.
- Continued to investigate the odor in the Congdon gym office. There is an unpleasant, but non-hazardous, smell coming from the gym office area.

Emergency Response

- Radios – The base station radio was installed and two hand held units were put in place for emergency communications.
- Participated in an emergency management meeting with principals to begin working on ERCM manual improvements.

Workers' Compensation Activities

- OSHA Recordables for the month: 4 - 1 of which resulted in days away from work, one with days of restricted duty. 2 Student related.

Slipped on floor, toe, back, hand bruising
Bite and stabbed with pencil in leg by student
Pain in head from student throwing object
Pain in right wrist/hand in hand while typing

- First report of injuries: 14

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460



Climate Protection Partnership Division  
U.S. EPA 6202A  
Washington, DC 20460

OFFICE OF AIR AND RADIATION

April 10, 2018

David Spooner  
215 North 1st Avenue East  
Duluth, MN 55802

Dear David Spooner:

Congratulations! You have earned EPA's ENERGY STAR for ISD 709 Duluth Public Schools - Ordean East, located at 2900 East 4th Street, Duluth, MN 55812. This letter outlines all the ways you can promote your achievement:

**Decal and certificate:** To help you identify your building as one of America's energy all-stars, enclosed is a certificate of achievement and an ENERGY STAR certification decal that bears the well-recognized ENERGY STAR certification mark. If applicable, we've also enclosed an anniversary decal that you can affix below the main decal. We encourage you to affix the decal prominently near the exterior entrance of your building. Find instructions at [www.energystar.gov/Promote](http://www.energystar.gov/Promote).

**Promotional toolkit:** We have more than a dozen ready-to-use promotional materials for you, such as social media graphics, sample text, posters, a 30-second audio clip, and more. Find them at [www.energystar.gov/Promote](http://www.energystar.gov/Promote).

**ENERGY STAR logo:** We hope you will proudly use the ENERGY STAR certification logo, which was attached to your "Congratulations" email, in any materials about your building or this achievement. Before doing so, please refer to the US EPA's logo guidelines at [www.energystar.gov/LogoUse](http://www.energystar.gov/LogoUse).

Again, congratulations on your commitment to energy efficiency. We look forward to receiving your application for the ENERGY STAR again next year!

Sincerely,

A handwritten signature in black ink that reads "Jean Lupinacci".

Jean Lupinacci

Director, ENERGY STAR Commercial & Industrial Branch

Enclosures:

- (1) ENERGY STAR Certified Building Award Decal
- (2) Certificate of Achievement



In recognition of superior energy performance,  
the U.S. Environmental Protection Agency awards  
the ENERGY STAR® to

# ISD 709 Duluth Public Schools - Ordean East

# 2018

Buildings that earn EPA's ENERGY STAR use 35 percent less energy and generate 35 percent fewer greenhouse gas emissions than similar buildings across the nation.



*Jean Lupinacci*  
Jean Lupinacci  
Director, ENERGY STAR Commercial & Industrial Branch

April 10, 2018

Date